



City of Springfield, Missouri
Special Event & Amplified Sound Permit

Issued by the City of Springfield, Missouri,

Beaver Birthday Bash
(Not Transferable)

For approved event scheduled for:

Event Date: Saturday, April 23, 2016

Event Time: 11:00 a.m. - 4:00 p.m.

Event Location: 1313 W Kearney

Estimated Attendance: 500

Conditions:

- * Applicant must obtain catering letter of approval for liquor license.
- * Applicant must obtain permission letter from property owner.
- * All vendors must be licensed.

Signed: Sharon Span
Special Event Permit Coordinator

Date: 3/21/16

This is a permit only, and is not an endorsement of the scheduled event.



Special Event Permit Application

1. Event Name: Beaver Birthday Bash
2. Event Date(s): April 23rd, 2016
Alternate date(s): _____
3. Name of Organization: Bottom Shelf
Street Address: 1313 West Kearney St.
City/State/Zip: Springfield, Mo. 65807

First Contact Person: Karen Strausbaugh
Work Phone: (417) 831 - 0220 Fax: () -
Home Phone: () - Cell Phone: (816) 836- 6769

Second Contact Person: Kurt Landmann
Work Phone: () - Fax: () -
Home Phone: () - Cell Phone: (618) 530 - 6769

Promoter, if different from Organization: _____
Promoter Contact: _____
Promoter Phone: () - Fax: () -

4. Give a brief description of the event: Celebrating 1 year Anniversary for Bottom Shelf
5. Is this a first time event? No if no, last year that event was held: Held at
Please list any variations from the previous year: 1313 West Kearney St. Springfield Mo. 65807
same location and it was Grand Opening
6. Festival Location: Park ☐ Street ☐ Park and Street ☐
Name of Park and/or Street(s): N/A
7. Event Type: (check all that apply)
Carnival ☐ Concert ☐ Filming ☐ Parade ☐ Fireworks ☐ Run/Walk ☐
Festival ☐ Sporting Event ☐
Other ☒ (describe) Celebrating 1 year of opening
8. Festival Operation Schedule (specify day, date and times):
Indicate S for set up, E for event day, T for tear down.
(If more room is needed, list on a separate sheet of paper.)
Set up 9:00
Event: Beaver Birthday Bash 11am - 4pm
Tear down - 6:00 - 7:00 pm
9. Estimated attendance per day: 500

10. Is this a charity event? Yes ☐ No ☒

If yes, please list name of organizations, contact name, phone number and address for each Organization:

Organization	Contact Name	Address	Phone No.
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11. Will this event be open to the public ^{Yes} ☒ or by invitation only ☐

12. Will admission be charged? Yes ☐ No ☒

13. Will donations be taken? Yes ☐ No ☒

14. List all the streets you propose to close:

Street (indicate cross streets) Closing Date and Time Opening Date and Time

(i.e: Broadway (Chestnut Exp to Brower) Close 12/14/09 10:00 am; Open 12/16/09 9:00 pm)

N/A

(If more room is needed, list on a separate sheet of paper and attach to the application)

15. Will food be served ^{Yes} ☒ and/or prepared ^{Yes} ☒ at your event?

How many food vendors do you anticipate having _____

How will food be prepared: LP gas grill ☒ Charcoal grill ☐ Electric grill ☐

16. Will alcoholic beverages be available at your event? Yes ☒ No ☐

If so, please answer all of the following:

- a) What type of alcoholic beverages will be available:

Beer ☒ Wine ☒ Spirituous Liquor ☐

- b) Will alcoholic beverages be sold by the drink ☐ or given away ☒

- c) Note what days, dates and times alcoholic beverages will be available:

Saturday April 23rd, 2016

17. Will there be any live entertainment or music at your event? Yes ☒ No ☐

If so, please answer all of the following:

- a) Will stages be built? Yes ☐ No ☒ If yes, how many _____

- b) What time will the performances take place each day:

Date

Start Time

Finish Time

April 23rd

11:00 am

4:00 pm

18. Will additional electrical wiring be installed for your event? Yes ☐ No ☒

19. Will you be using generators ☒ and/or utility power ☒

20. Will tents be erected for your event? Yes ☒ No ☐ If so, how many 6-10

21. Will you require access to water? Yes ☐ No ☒

22. Will your event require restroom facilities? Yes ☐ No ☒

23. Have you arranged for security at your event? Yes ☐ No ☒

If so, who will be providing security: _____

24. Describe your plans for Emergency Medical Services: 911

25. Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event: No additional dumpster needed.

Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible to obtain all additional permits/licenses/insurance certificates required upon the issuance of this use permit.

Applicant must check and agree to abide by the following conditions to obtain this permit:

☒ **CLEAN UP** - Applicant agrees to promptly clean up all paper or debris caused by applicant's use of the area and understands that if such clean up is not promptly undertaken the City reserves the right to do the cleaning itself and to charge the applicant for the actual time and expense incurred (bond or cash security may be required if attendance exceeds 1,000 persons).

☒ **INSURANCE** - Applicant agrees to provide a policy of liability insurance in the amount of \$1,000,000 per person, \$1,000,000 in the aggregate, naming the City of Springfield as an additional named insured, with appropriate endorsements as required by the City's Risk Management Administrator.

If liquor is provided or served on City property the liquor license holder must provide liquor liability insurance in the amount of \$1,000,000 per occurrence, naming the City of Springfield as additional insured. Event sponsor will provide copies of these certificates of insurance to the City. Liquor liability must clearly be stated on all certificates of insurance.

Certificates of insurance must be submitted with application.

☒ **INDEMNITY** - Applicant agrees to defend, indemnify and hold the City of Springfield harmless from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which are caused by Applicant, or arising out of or in any way connected with the activities conducted pursuant to this application.

☒ **CITY CODES/PERMITS** - Applicant has received and read a copy of Section 36-485 of the City's Zoning Ordinance pertaining to Noise Standards. Applicant agrees to abide by all conditions as specified in the ordinance. Applicant also agrees to obtain all City permits and licenses that may be required, and shall comply with all other City laws and other conditions that the City Manager determines necessary.

☒ **CONDUCT/NUISANCES** - Applicant understands that if the outdoor activity is conducted in such a way as to create a nuisance for any business or resident of the area, future permits may be denied for that reason alone. Applicant will be notified as soon as practical that the activity engaged in created a nuisance and may ask for a review of such determination.

This application will not be processed unless a **site map** is included. Indicate location of tents, stages, portable rest rooms, fencing, food booths, alcoholic and non-alcoholic beverage booths, etc. Also indicate where streets will be blocked and how (fencing, barricades, stages, tents, etc.).

The Special Event Permit Coordinator in the Department of Public Information must be informed of any changes to the information provided in this document or to the site map.

Diane E Ziegelbein
Print Name
816/224-3336
Phone Number

Diane E. Ziegelbein
Signature
03/18/16
Date

If you have any questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, at (417) 864-1105 or sspain@springfieldmo.gov.